434.15 02/03/2000 Rev. 01

PRE-JOB BRIEFING ATTENDANCE RECORD

Page _____ of ____

Work Documentation Tracking/Procedure Number:						
Attach filled out form to applicable work control/permit documentation prior to starting work OR file as required by area/organizational procedures. Make copies as necessary.						
Print Names of Workers	Training (1)	S/Visitor Badge No.	Craft or Job Title	Company Name (2)	Briefing Date	Worker's Initials (3)

Supervisor initials block verifying employee's training required to complete the planned work is current, mark N/A for not applicable when special

training (ES&H or other) not required.

Briefing attendee required to fill this block if other than company employees, may leave blank for company employees.

Worker's initials to indicate attendance at pre-job briefing and satisfactory understanding for all items discussed.